



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Secretary (Unclassified)

Executive Office Bureau – Support Services Division

\$18.310 – 25.023 per hour

DEPARTMENT OF LIBRARY SERVICES

POSITION:

The Department of Library Services has an immediate opening for a Secretary to support the Executive Office and Support Services Division. The position will provide direct support to the Administrative Officer supporting financial operations, facility management, delivery/logistics, and personnel functions department-wide. The successful candidate will be a highly organized and self-sufficient individual who is trustworthy, tactful, flexible, and has excellent office skills.

EXAMPLES OF DUTIES:

- Assists in managing the workflow by tracking assignments and keeping the Managers aware of upcoming events, appointments, and task due dates;
- Arranges meetings and maintains the Manager's calendar and filing system;
- Assists and supports Management Team as needed;
- Assists in coordinating recruitments and staff development;
- Prepares, edits and tracks correspondence such as Council letters and complex reports;
- Prepares various monthly, quarterly and annual statistics and reports;
- Assists with the Departments' Public Records Act requests;
- Creates purchase orders;
- Sorts and directs incoming mail;
- Receives phone calls and assists in handling reception duties;
- Assists and supports the Executive Assistant and Director's office;
- Serves as back-up for the Executive Assistant, Accounting Clerk, and Payroll Personnel Assistant;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Three years of progressively responsible secretarial experience, including experience managing an office;
- Excellent written, proofreading and oral communication skills;
- Advanced clerical and organization skills;
- Proficient in use of Microsoft Word, Excel, and Outlook software.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Ability to handle confidential matters;
- Ability to consistently produce a professional work product by deadline;
- Ability to maintain a positive work/office environment;
- Ability to maintain effective working relationships at all levels of the organization;
- Ability to manage multiple assignments and priorities;
- Ability to work independently and exercise sound judgment in carrying out responsibilities.

APPLICATION PROCESS:

This recruitment will close at 4:00 PM (Pacific Time) on Monday, July 13, 2015.

To apply for this opportunity, please submit a cover letter and resume via e-mail to:

LibraryRecruitment@lbpl.org

Include the recruitment code *Support Services Secretary* in the subject line of your e-mail.

The most qualified candidates will be invited to participate in further selection procedures. *Incomplete applications or those that do not meet the minimum qualifications will not be considered.*

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.